



## United Nations Fund for International Partnership

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>UNFIP001</b>	Policy and Oversight Files	Correspondence, memos, cables, faxes, e-mail, reports and research. Records deal with UNFIP's mandate, strategic plans, financial operations, the UNFIP Advisory Board, the UN Foundation Board of Directors, and policies and guidelines for projects and programmes. Includes outreach and public information materials.	P	A	No		
<b>UNFIP002</b>	Programme Management Files	Correspondence, memos, cables, faxes, e-mail and reports. Records deal with UNFIP programme management and include: programme frameworks (approve text); portfolio reviews; programme framework meetings; UNFIP implementation reports (quarterly and board issues); and ad hoc reports.	P	A	No		
<b>UNFIP03</b>	Budget, Financial & Statistical Files	Correspondence, memos, cables, faxes, e-mail & reports. Records deal with planning the subs & admin. Activities of an office; proposing budgetary resources; budget preparation instructions; tracking allotments & expenditures; performance indicators; medium-term planning; accomplishment, activity & workload reports submitted to higher levels, including the ACABQ. The records are created & retained by UNFIP as its record of requests for action submitted through its Executive Office to OPPFB.	B + 6	D	No	OPPFB	
<b>UNFIP004</b>	Tracking Records	Logs, registers, etc., in paper or electronic form, used to trace action status of projects, including finance, or the status of projects, including finance, or the status or whereabouts of correspondence, memos, reports and other records.	C + 2	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>UNFIP005</b>	Requisition Files	Copies of requisitions, purchase orders, invoices, correspondence, memos, faxes, e-mail and report. Records deal with requests for supplies and services. The records are created and retained by UNFIP as they record requests for action submitted through the Executive Office to other offices such as Facilities Management, Procurement and OICT, etc.	C + 3	D	No		
<b>UNFIP006</b>	Premises Files	Copies of correspondence, memos, cables, faxes, e-mail, reports, leases, floor plans, etc. Records deal with requests for, allocation and maintenance of, space and facilities and security measures.	C + 4	D	No		
<b>UNFIP007</b>	Human Resources Administrative Files	Copies of correspondence, memos, faxes, e-mails and reports in paper form. The records deal with staff administration including recruitment, assignment, training, job description, post classification, performance appraisal, promotion, travel plans and requests, leave and attendance, separation, etc. Records are created and retained by an UNFIP as its record of requests for action submitted through its Executive Office to OHR.	T + 3	D	No	OHR	T= Separation of the staff member
<b>UNFIP008</b>	Unofficial Personnel Files	Copies of correspondence, memos & other records dealing with the different aspect of a staff member's employment. The files are maintained by UNFIP for convenience of reference to selected information about staff members under its supervision. The files should not include material as precluded in ST/IC/8277/Rev.1 (11 January 1983) and ST/IC/88/19 (4 April 1988) which recognize the official status files in Personnel Records Unit, OHR as the sole official files.	T + 1	D	No		
<b>UNFIP009</b>	Information Technology Records	Records relating to UNFIP and United Nations information application, policy, working group, etc.	T + 3	D	No	OICT	
<b>UNFIP010</b>	Chronological File	Copies of outgoing correspondence, memos, cables, faxes, etc., arranged chronologically for quick	C + 1	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>UNFIP011</b>	Internal Relations - United Nations Offices	Records relating to UNFIP involvement with Secretariat offices on matters which do not fall under any other category in the record plan, including the EOSG, the DSG, the SG's reform agenda, DPO's support account, Capital Master Plan, etc.	C + 3	D	No		
<b>UNFIP012</b>	Audit Files - Internal	Correspondence, memos, cables, faxes, e-mail and reports in paper form. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations.	T + 15	D	No		
<b>UNFIP013</b>	Audit Files - External	Correspondence, memos, cables, faxes, e-mail and reports in paper forms. The records deal with examinations of the UNFIP's operations and its response to auditors recommendations	T + 15	D	No		
<b>UNFIP014</b>	UN Foundation Liaison Records		P	A	No		
<b>UNFIP015</b>	UNFIP Donor Records	Correspondence with actual and potential donors from foundation, funds and corporations.	P	A	Yes		
<b>UNFIP016</b>	Project Implementing Partners - UN	Records relating to the relationship between UNFIP and UN funds and programmes that implement projects. Includes: Memoranda of Understanding/BIAS; focal point designation, portfolio reviews, mission reports, consolidation financial reports and partners.	T + 6	D	No		
<b>UNFIP017</b>	Project Implementing Partners - UN	Records relating to relationship between UNFIP and non-UN partners implementing projects, including foundations, corporations, government agencies, and non-governmental organizations. Includes: memoranda of understanding, relationship agreements, memoranda of procedures, and partner information.	T + 6	D	No		
<b>UNFIP018</b>	Project Planning Files	Subject-based files used to plan projects, including fundraising strategy, etc. Retain in office for duration of project (if funded) Destroy in office when project is complete.	P	D	No		

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
<b>UNFIP019</b>	Project Case Files	Case files comprise: project document; signed cover sheet; progress reports; programme review sheets; mission reports; request for extension; project budgets; quarterly utilization reports; financial statements; and financial data tracking documents, including: requests to UNF, UNF/CDAs, request to PPBD, IMIS/BADs, IMIS/FDs, Chase statements, PPBD allotments, UNFIP notifications	P	A	No		
<b>UNFIP020</b>	Project Administration records	Minutes of meetings, policy letters, instructions, handbooks, manuals, forms and templates relating to UNFIP project administration. Retain until superseded. Retain in office until UNFIP mandate expires then transfer to ARMS	T + 6	No			
Retention codes: C=Current Year; T=Termination or completion of programme or project; P=While needed to conduct UN business; S=Superseded							
Disposition codes: A=Review for Archival (permanent); D=Destroy							